



CITY OF LANSING

Department of Planning and Neighborhood Development

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Robert Johnson, **Director**

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Mayor Virg Bernero

Office of Building Safety

Residential Permit Checklist

RETURN THIS FORM SIGNED AND DATED WITH ALL REQUIRED DOCUMENTATION

Permit Location (Job Address): _____

Owner's Name: _____

Permit Applicants Name: _____

Before a building permit may be issued, all of the documentation must be provided or justified as non-applicable.

- ____ 1. **PLOT PLAN/SITE PLAN** shall be provided for all construction projects.
- ____ 2. **PROOF OF OWNERSHIP:** Recorded Deed. Contact the Ingham County Register of Deeds at 676-7287.
- ____ 3. **SOIL EROSION AND SEDIMENTATION** permit must accompany application if your project is within 500 feet of a lake, body of water, stream or county drain. Contact Public Service 483-4455.
- ____ 4. **ONE SET OF CONSTRUCTION DRAWINGS.** Include:
☐ FOUNDATION PLANS ☐ FLOOR PLANS ☐ ELEVATIONS ☐ CROSS-SECTIONS
☐ BEAM AND COLUMN CALCULATIONS ☐ TRUSS SPECIFICATIONS ☐ CONSTRUCTION DETAILS
- ____ 5. **ENERGY CODE** documentation shall be provided for prescriptive compliance or an Energy Analysis Comparison report as set forth in Part 10 of the State Construction Code.
- ____ 6. **ZONING/ORDINANCE COMPLIANCE** shall be approved for all construction projects.
- ____ 7. **M-DEQ Approval** required where work is within a floodplain or wetland.

Yes-No Does this property currently have any City of Lansing **Housing Code Violations**?

Yes-No Is or will this property be, in part or full, a **residential rental**?

Yes-No Is the proposed building and/or structure within 500 feet of a body of water? Will the excavated area include an acre or more? If yes, a **Soil Erosion and Sedimentation Permit** shall be obtained from the Public Service Department. No site work shall begin until a valid permit has been issued.

Yes-No Is the subject parcel location in a **wetland** or **floodplain**? Where these conditions exist, a building permit shall not be issued without approval from the M-DEQ.

An addition or improvement to an existing residential structure that is in a floodplain where the construction is equal to 50% or more of the original value requires approval from the City of Lansing's Construction Board of Appeals prior to issuance of a building permit per section R105.3.1.1 of the Michigan Residential Code 2009.

I understand it is the legal responsibility of the applicant to call for all required inspections as indicated on the plan review. No Electrical, Plumbing, Mechanical or structural components shall be concealed until approval has been granted. Separate permits shall be required for all Electrical, Mechanical and Plumbing installations throughout the project.

I understand Public Act 230, Section 10 requires that I obtain a building permit prior to starting construction and Section 13 of the Act requires that I obtain a Certificate of Occupancy from the Building Safety Office prior to occupying a structure in part or in full.

Applicant Signature _____ Date _____